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HEO 146.B01: Safety and Basic Controls

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**MISSOULA COLLEGE
THE UNIVERSITY OF MONTANA
INDUSTRIAL TECHNOLOGY DEPARTMENT
COURSE SYLLABUS**

COURSE NUMBER AND TITLE: **HEO146T SAFETY AND BASIC CONTROLS**

DATE REVISED: **Fall 2020**

SEMESTER CREDITS: **5**

COURSE DESCRIPTION:

Orientation to the safe operation and basic control of crawler-tractors, scrapers, front end loaders, motor graders, backhoes, rollers, low-boys, dump trucks, and other heavy equipment.

PREREQUISITES or COREQUISITE: M111

Instructor	Lawrence Reinholz
E-mail address:	larry.reinholz@mso.umontana.edu
Phone number :	406-243-7643
Office location:	West MC Campus at 3639 South Avenue West
Office hours:	regular office hours or by appointment

COURSE POLICIES:

ATTENDANCE -

1. **ATTENDANCE IS NOT DISCRETIONARY.** Students are expected to attend all scheduled classes and labs and complete assignments.
2. Unannounced quizzes will be given and will **NOT** be made up if missed.
3. Scheduled tests may be made up with prior arrangement.
4. A 10% grade deduction is binding on make-up tests.
5. Equipment operation schedules will be followed, and missed field sessions will not be rescheduled.
6. Two unexcused absences will drop your final grade one letter grade. Each unexcused absence after that, continues to drop the final grade by one letter until the grade of 'F' is reached, at which time the student will be asked to withdraw from the class. Classes begin at 10 minutes past the hour, **UNLESS** the instructor has notified students of a change the previous day. **Late arrival** to a class session will be treated as a half day unexcused absence for that half day session (those half day absences will contribute to the *two unexcused absence* rule). **Excused absences** are for illness or medical reason which is supported by a doctor's note, or when asked by the instructor to leave for the day when the student is obviously ill. Family emergency will be considered by the instructor on a case by case basis to determine if it merits as excused. **ATTENDANCE IS BASIC TO YOUR SUCCESS IN THIS CLASS.**

CELL PHONE/PERSONAL ELECTRONIC DEVICES –

Cell Phones/Pagers/IPods: These devices are not allowed in the classroom or lab, other than with prior approval of the instructor. **Phones are not allowed in the classroom during tests.**

Taping or recording devices are not allowed to be used in lectures without prior permission from the instructor.

RELATIONSHIP TO PROGRAM:

Safety and basic knowledge of heavy equipment operation are needed in the development of the student's operating skills. This course is essential to assure that complete understanding of safe start-up, operation, and shut-down procedures of each piece of equipment are followed throughout the program.

Machine control and operator training will be supplemented with the use of Virtual Simulators. Inclusion of the simulator training allows evaluation and documentation of student skill level in a totally safe environment. The safety component of operation is also stressed in simulator modules.

STUDENT PERFORMANCE OUTCOMES:

Occupational Performance Objectives.

Upon completion of this course, the student will be able to:

1. Interpret operator manuals for all pieces of equipment.
2. Understand safety and basic operating principles of each piece of equipment.
3. Perform pre-operational procedures and understand the significance of the procedure.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Grading Scale:

92 – 100	= A
83 – 91	= B
71 – 82	= C
60 – 70	= D
0 – 59	= F

NOTE: Courses must be passed with a 'C minus (C-)' or greater to count toward degree/certificate requirements.

Grade determination:

Lecture = 50% of final letter grade (includes class participation, completing virtual simulator modules, assignments, tests, and notebook organization).

Lab = 50% of final letter grade (includes SAFETY, participation, attitude and work ethic* and operator proficiency). **Lab** work cannot raise the final grade more than one letter grade, although it can cause a greater than one letter grade drop.

Both lecture and lab must be passed.

**Work Ethic:* This term refers to attendance, class participation and cooperation, organization, attitude and motivation as demonstrated on a daily basis. It is meant to include issues that an employer would be concerned with.

ACADEMIC INTEGRITY: All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>.

DISABILITY ACCOMMODATION: Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the Disability Services website at <http://www.umt.edu/dss/> or call 406.243.2243 (Voice/Text).

NOTE: Faculty reserves the right to modify syllabi and assignments as needed based on faculty, student, and/or environmental circumstances. 9/06, revised 8/07, 8/08, 8/09, 8/10, 8/11, 8/12, 8/14, 8/28/14. revised 9/2/14, 8/28/15